

## **2017 State Plan Updates: Summary**

<b>Chapter</b>	<b>Policy</b>	<b>Updates</b>
1	1.1	Minor changes to 1.1 for clarification and simplification of language. Clinic map has been updated to include Park County and Beaverhead, which are both new local agencies and Elmo Satellite in CSKT.
	1.2 & 1.3	Deleted policy, redundant with other policies
2	2.1	Program Goals and Objectives have been added for 2017
	2.2	State staff job descriptions have been updated
	2.3	No changes
	2.4-2.9	Minimal wording changes for clarification
		Targeting Benefits (previously 2.9) was deleted, other policies numbers shifted appropriately
	2.10	Monitoring process has been completely updated, please review policy and related attachments. Training will be provided in October
	2.11-2.12	No changes
3	3.1	Minimal updates to wording; the affirmative action plan and data on potentially eligible is on hold until new data can be integrated.
	3.2	Minimal updates to wording and format for clarification.
	3.3	Policy updates to better correspond to Complaint form
	3.4	WIC owned breast pumps was added to fraud and abuse section; "Fraud and Abuse" related to participant form is now called "Participant Compliance Form; addition of wording to allow clinic staff to use best judgement and consult with State in implementing sanctions for fraud/abuse.
	3.5-3.6	Minimal wording updates for clarification.
	3.7	Language added to clarify "separation of duties" and conflict of interest with local agency staff (i.e. staff may be participants but certification procedures need to be done by neutral party).
	3.8	Confidentiality-current MOU'S are listed with their intended purposes, please review. This is referred to in the Rights and Responsibilities.
	3.9-3.10	Minimal wording updates for clarification.
	3.11	Review non-discrimination statement updates (includes "sex" and "retaliation" for complaints as new a categories); civil rights training has to be completed before MIS access is granted; other format, wording updates for clarification throughout policy.
4	4.1	Explanation of application process (for new clinic) has been simplified and clarified.
	4.2	Explanation of contracting/funding/allowable expenses has been simplified and clarified; no significant process changes.

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	4.3	Explanation of barriers to service have been simplified and clarified; no significant process changes
	4.4	Local Agency Phone List & Map updated with current information (new clinics, hours, phone numbers) in attachments related to this section.
	4.5	Simplified and clarified language throughout; I. Staffing- all WIC staff that provides direct clinic care must attend NET within 12 months of hire; III. Consolidated CPA section related to responsibilities; IV. Updated title of “Training Coordinator” to “Nutrition Education Coordinator” to correlate with USDA language in the Nutrition Services Standards (these titles are interchangeable); V. Breastfeeding coordinator qualifications and responsibilities have been updated; VII. Staff Training- new section on Staff training with an updated requirement to complete and submit attachment “Staff Training Form” within 60 days of new hire (exemptions allowed); must complete civil rights training prior to MIS access approval
	4.6	CEU’s: Only one form to complete and submit to the state when requesting CEU’s be approved. The form is called “Continuing Education Credit Approval Form” (attachment); updated language from “FTE” to whether someone is full time or part time (less than 20 hours);
	4.7- 4.10	Simplified purpose and policy statements; minor other changes in language/punctuation.
	4.11	II. Appointments-notable updates related to documentation of initial contact and first appt. offered in MIS and requirements under D. 4 & 5
	4.12	III. deleted reference to “inventory control person”; no other notable changes.
	4.13	Minor update to clarify that the lead agency will order for whole region.
	4.14- 4.15	No notable changes
	4.16	II. Request Access (for M-SPIRIT), see table in this section for details (purpose is clarified).
5	5.1	II. Dates of contact: Initial contact date and first appt. offered must be documented for all initial certs and if there more than 2 months between certifications date. IV. Residency- Native Americans living on Reservations may use their mailing address (including PO Box) IV. Certificate of Live Birth-approved form of residency V. Income: Tribal Programs of SNAP, TANF, and Medicaid will not appear in SIS, must be verified with an eligibility letter Zero Income statement-can issue on regular cycle (do not need to limit to one month); form added as attachment VI. Nutrition Risk code table- updated (352 broken out into a and b; 211 is added, 332 is revised)
	5.2	II. Voter Registration –updated with instructions on using disclaimer form (new attachment) IV. Blood Screening information includes Masimo Pronto Systems. Sample must not be taken from toes for children or infants who are walking. Infants must be screened in last appt. before 1 <sup>st</sup> birthday (clarified wording)

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	5.2 cont.	VII. Referrals: Immunizations section updated to include 4 DTaPs need to be checked in the first 2 years; verification (paper or electronic); will need to document “up to date” or “not up to date” in guided scripts. VIII. Core Education/Goal/Care Plans- no significant changes, just simplified language to reduce redundancy, much of this is covered in ch. IX. Food Benefits and Package assignment- noted briefly here, refer to Ch. 8 for details.
	5.3	VOC: Migrant farm workers need VOC’s at every appointment; language clarified throughout
	5.4	No significant Changes, just language clarification.
6	6.1	There is a state nutrition education plan added this year; other language updated for clarification and to match corresponding attached Plans
	6.2	Nutrition care plan requirements were updated.
	6.3	Exit counseling (handout) must be given at last appt. where participant will no longer be categorically eligible to re-certify; this education must be documented in the MIS (handout is on website, not an attachment).
	6.4	No significant Changes, just language clarification
7	7.1	No formula-related items posted in clinic, no items with formula company/brand names on them ect. Grow and Glow Breastfeeding training for all staff incorporated into the New Employee Training
	7.2	Updates to language for clarification; Peer Counselors should not also be professional level staff (i.e. CPA)
	7.3	Manual breast pumps are available to all breastfeeding women who request them. Follow-up for women who receive a breast pump will be completed within three business days. Changed the name to attachment 9-Breastfeeding-Breast Pump Log (attachment reference).
8	8.1	Approved Food List is the same as the current January 1, 2016 version
	8.2	No changes
	8.3	Milk substitutions—lactose-reduced milk may be issued as participant preference; clarification on issuance of soy. Maximum substitutions of milk for cheese/yogurt for fully breastfeeding women is 6 quarts (clarification, not a change).
	8.4	Consider Medicaid coverage for medical formulas and nutritionals prior to issuance Make sure that the credentials of the person signing the prescription are documented and indicate they have prescriptive authority. Food Package III, CPA now can approve prescriptions and will defer to RD as needed- will provide more training in Sept.
	8.5	No changes.
	8.6	Changed out the wording of issuing multiple months to issuing three months as the standard. An authorized representative addition or change must be made in person or by mail by the participant/authorized rep. (not over the phone)
	8.7	No changes

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	8.8	Updated information for Alimentum in all tables; Nutramigen Toddler has been added
9	9.1-9.13	No major policy changes, a lot of language updated for clarification.
	9.14	The order of sanctions for Class D Violations is changed.
	9.15-9.19	No major policy changes, a lot of language updated for clarification.
Attachments		<p>All attachments are in alphabetical and numerical order.</p> <p>5 &amp; 6- Applications for new programs- updated and simplified</p> <p>8- Blood screening procedures-Updated with Masimo information</p> <p>9- Breastfeeding- Pump Log – Updated with “Justification” field</p> <p>15-Continuing Education Credit Approval Form- Only one CEU form now</p> <p>16 &amp; 17- Contract Worksheets- updated for current FFY</p> <p>19- Food List (same as 1/1/16 version)</p> <p>20- Formula- Medically Necessary Prescription Form- updated with currently used formulas</p> <p>26 &amp; 27- Map and Phone List- Updated with all current clinics, new agencies, corrected region designations</p> <p>28-36- Monitoring Forms- all have been updated, will review new process in October, 2016.</p> <p>39-Nutrition Risk Code Table-Updated</p> <p>42- Participant Rights and Responsibilities -has updated civil rights statement and MOU’s</p> <p>46- Release of information Updated</p> <p>48- Staff Training Form Added</p> <p>50-Voter Registration Disclaimer-new form must be scanned in at certifications</p> <p>52- Zero Income statement-does not specify one month of benefits anymore, they can check again at regular appointments</p> <p>Note: Other attachments may have minor updates such as dates, updated civil rights statement, etc.</p>
Definitions		LARC, Medical Food, MOU, and Participant Access was added.